



VidyoDesktop™
How to Install And Use Vidyo's Plug-in For Microsoft Outlook Even if
You're Not a Computer Geek



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It's Easier Than You Think

Don't let the word "Install" freak you out. Installing a Vidyo's plug-in is quick and easy, even for non-technical people. If you've been using any of these products...

- Microsoft Outlook 2003
- Microsoft Outlook 2007
- Microsoft Outlook 2010

You can continue to use these familiar tools. But now you'll be able to use Vidyo's advanced VidyoConferencing capabilities from within them.

You can have video teleconferences with multiple participants and one-on-one (what we call point-to-point) video meetings.

During your teleconferences and meetings you can turn on Self-View so you can see yourself as others are seeing you. You can split the screen or see yourself in one corner as shown below.



But there are many, many more features to explore. To get the most from your Vidyo experience you'll also want to take a look at The VidyoPortal™ and VidyoDesktop™ User Guide, which contains all of the information you'll need to get the most from your new Vidyo capabilities.

If you run into any rough spots during installation or use call your organization's Help Desk.

On the following pages you'll find out how quickly you can add Vidyo power to your desktop or laptop computer. So let's get started. Like we said, it's easier than you think.

How to Install the Plug-in for Microsoft Outlook 2003 And 2007

The Vidyo plug-in for Microsoft Outlook 2003, 2007 and 2010 permits you to schedule VidyoConferences from within Microsoft Outlook. A recipient of the message can join your conference room as either a registered user or guest.

The plug-in works with 32- or 64-bit Windows XP, Windows Vista and Windows 7 operating systems.

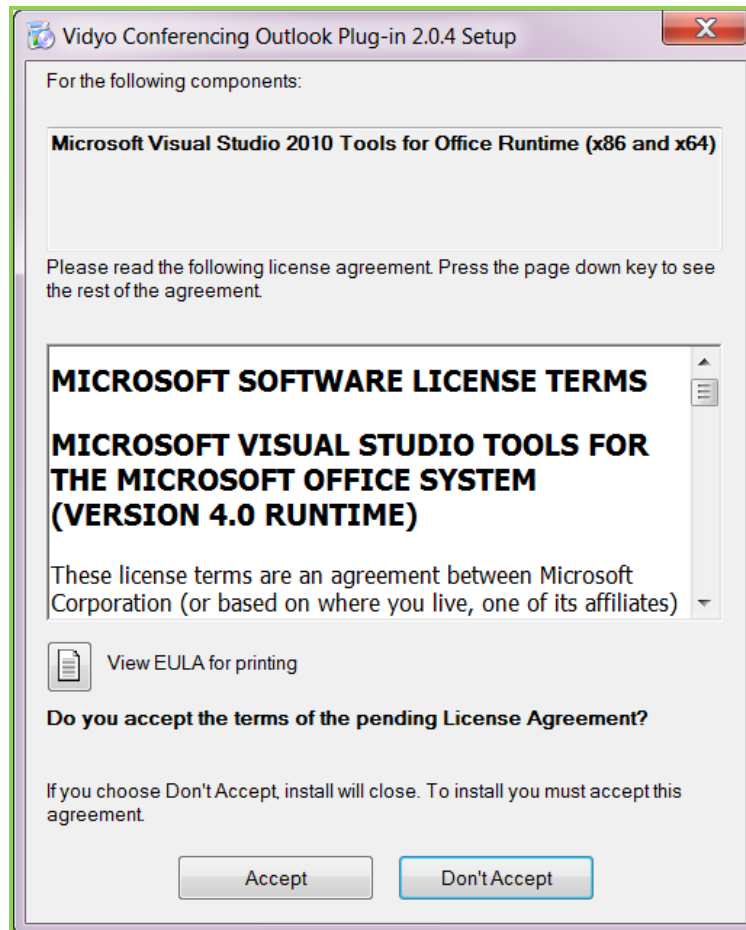
In Outlook 2010 Microsoft substantially changed the way things look and how you do things (what techies call the user interface or UI). If you have Outlook 2010 see the installation section for Outlook 2010 on page 7.

Note: Apple Macintosh users can be invited to meetings via Outlook, but there is no plug-in available for them to invite users themselves.

1. Close all Microsoft Office applications.
2. Download the appropriate Outlook plug-in from the download section of the web site at www.vidyo.com.
3. Run the install wizard and install the Outlook plug-in.

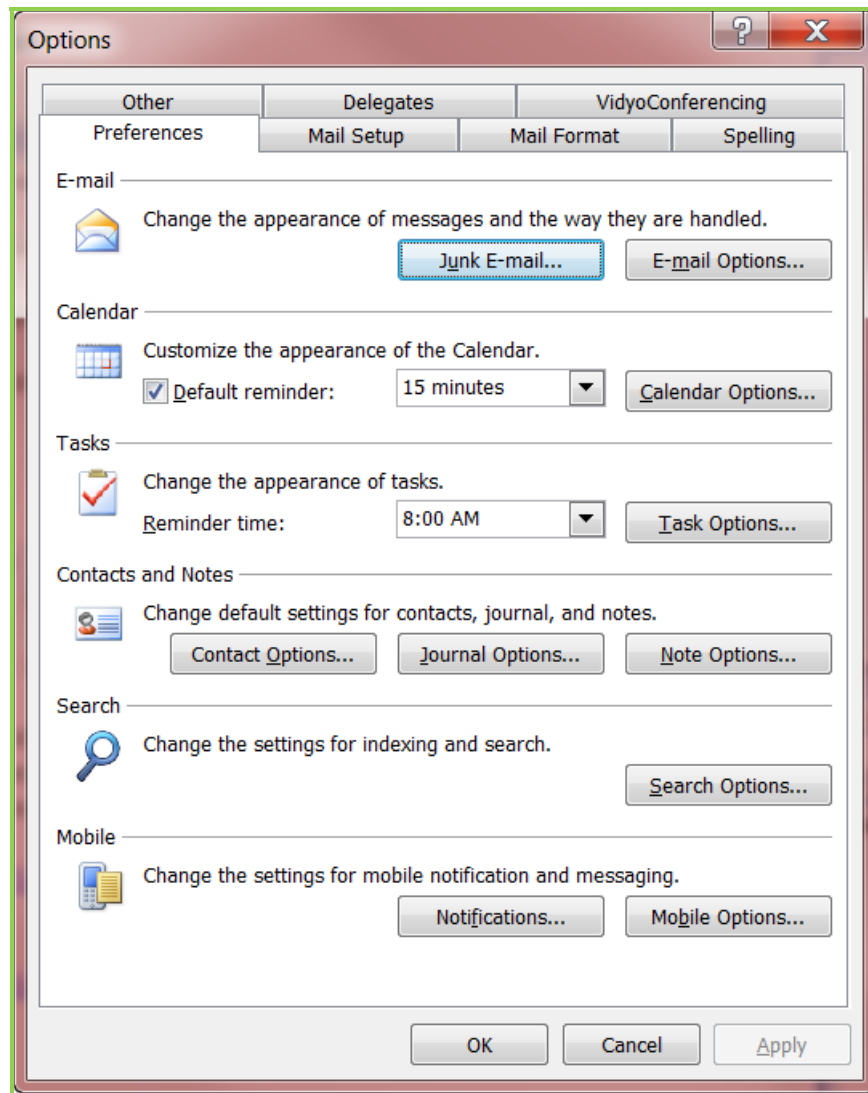
You are prompted to accept the license and install the plug-in. (Don't be confused that the title of the licensing agreement reads "Vidyo Conferencing Outlook Plug-in 2.0.4. The plug-in is compatible with both 2.0.4 and 2.1 VidyoConferencing Systems.)

4. Respond to each prompt until the plug-in is successfully installed.



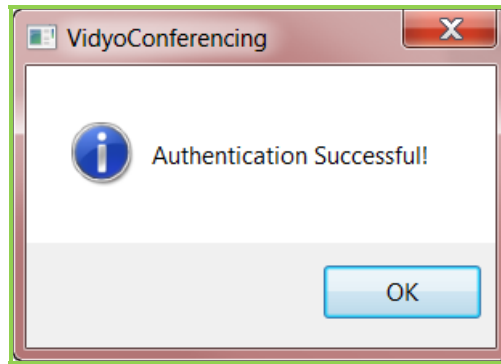
5. Launch Microsoft Outlook.
6. From the Tools menu, select Options to display the Options window.

How to Install the Plug-in for Microsoft Outlook 2003 And 2007



1. Select the Vidyo Conferencing tab.
2. Enter the following information:
 - **Server** – The fully qualified URL for the VidyoPortal.
Example: `http://<yourvidyoportal.yourcompany.com>`
Note: If this doesn't work your server may be using security. Instead of `http` use `https` like this:
`https://<yourvidyoportal.yourcompany.com>`
 - **User ID** – Your VidyoPortal user name.
 - **Password** – Your VidyoPortal password.
3. Click the Apply button.
4. Click the Test Configuration button.
5. If the configuration is successful, you'll see the following message:

How to Install the Plug-in for Microsoft Outlook 2003 And 2007



7. Click OK, and then click OK in the Options window.

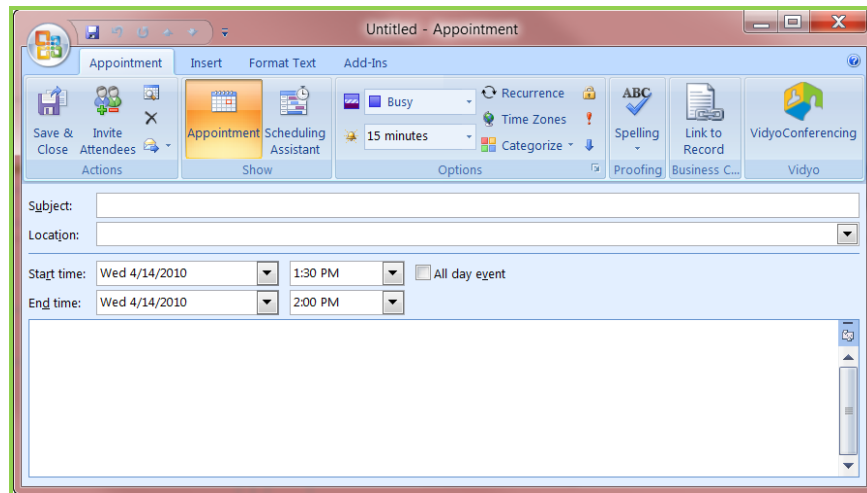
How To Send a Meeting Invitation in Outlook 2003 And 2007

The Vidyo plug-in for Outlook inserts your room URL into an Appointment or Meeting Request message along with the room PIN, if you've chosen to use one, and boiler plate invitation text that you can edit. If you don't have a room URL, one is automatically created. The boilerplate invitation text is created by the VidyoConference administrator and can be modified. For information about creating a room invitation message, see the VidyoConferencing Administrators Guide.

To send a meeting invitation:

1. Create an Appointment or Meeting Request message.

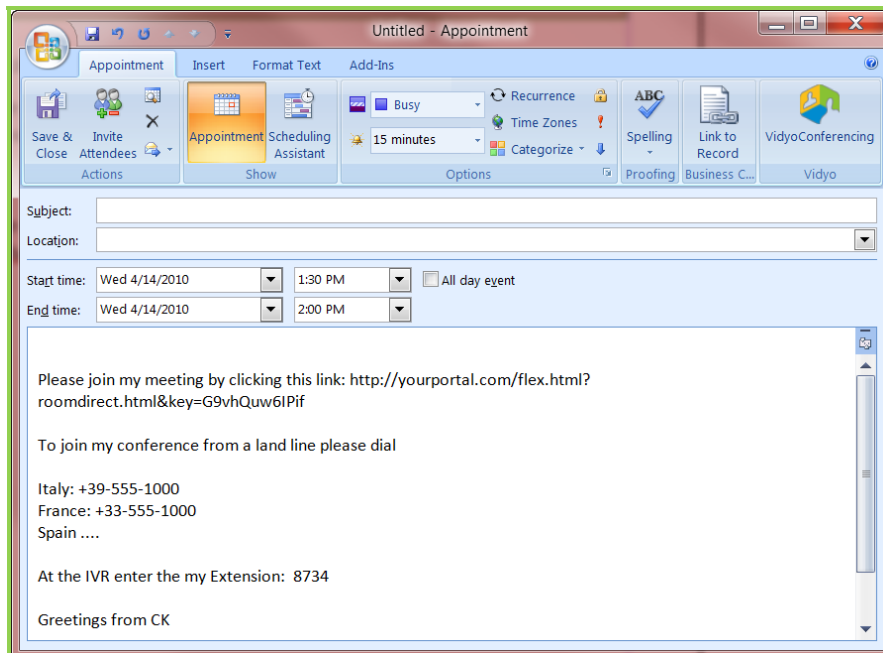
The VidyoConferencing button appears at the far right side of the tool bar.



Note: If you do not see the VidyoConferencing button in the tool bar, you have not finished configuring the Outlook plug-in. Try again or contact your system administrator Help Desk.

2. Click the VidyoConferencing button.

The room URL (and room PIN if you have set one) appears in the body of the message along with standard boilerplate invitation text.



How To Send a Meeting Invitation in Outlook 2003 And 2007

Note that your meeting invitation with the usual boilerplate text appears. You can add your own text to the invitation if you care to. You can also add or delete invitees and change the time and length of the meeting. Remember that you can use Outlook's Scheduling Assistant to determine when all of your invitees will be available.

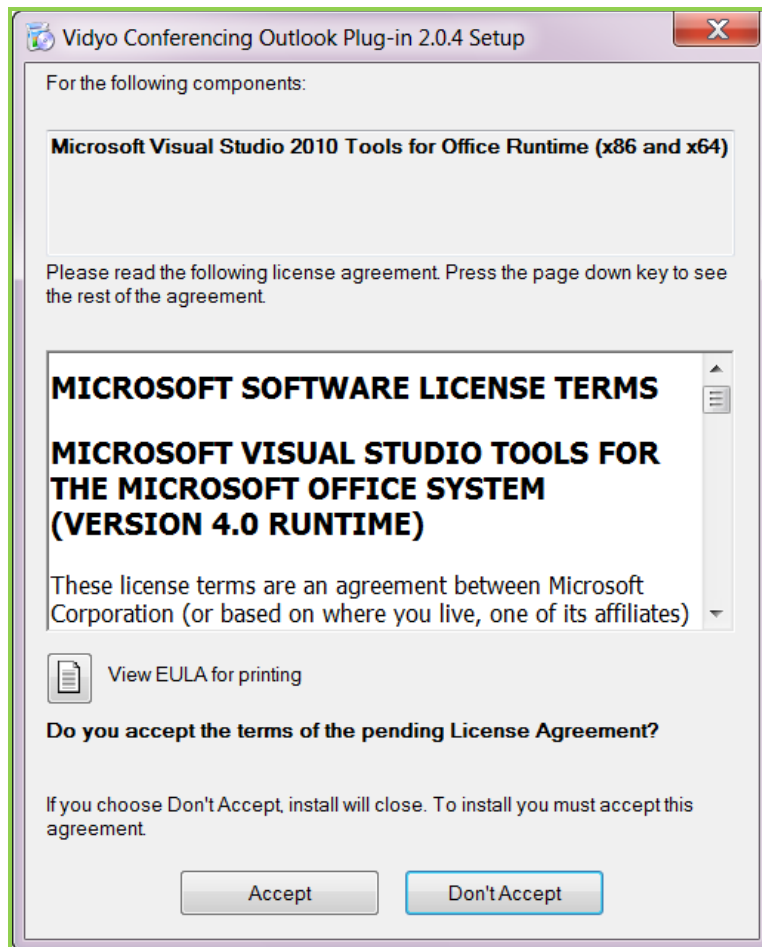
3. Edit the text as desired and click the Send button.

How to Install the Outlook Plug-in for Microsoft Outlook 2010

1. Close all Microsoft Office applications.
2. Download the appropriate Outlook plug-in from the download section of the web site at www.vidyo.com.
3. Run the install wizard and install the Outlook plug-in.

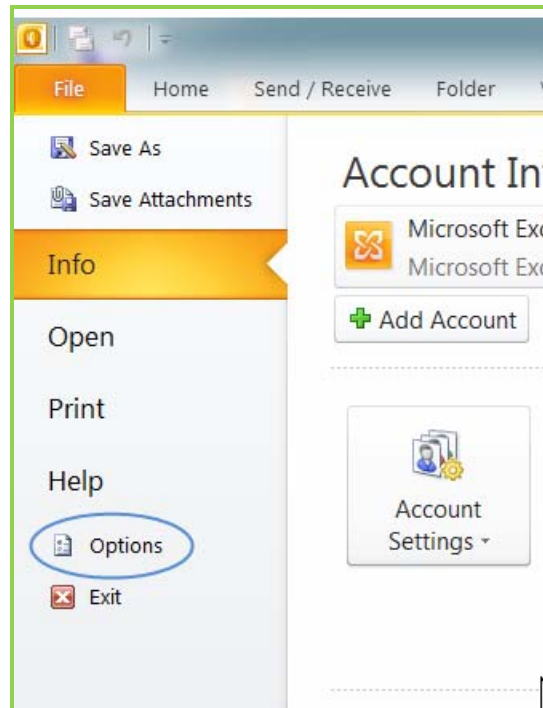
You are prompted to accept the license and install the plug-in. (Don't be confused that the title of the licensing agreement reads "Vidyo Conferencing Outlook Plug-in 2.0.4 Setup". The plug-in is compatible with both the 2.0.4 and 2.1 Vidyo Conferencing Systems.)

4. Respond to each prompt until the plug-in is successfully installed.

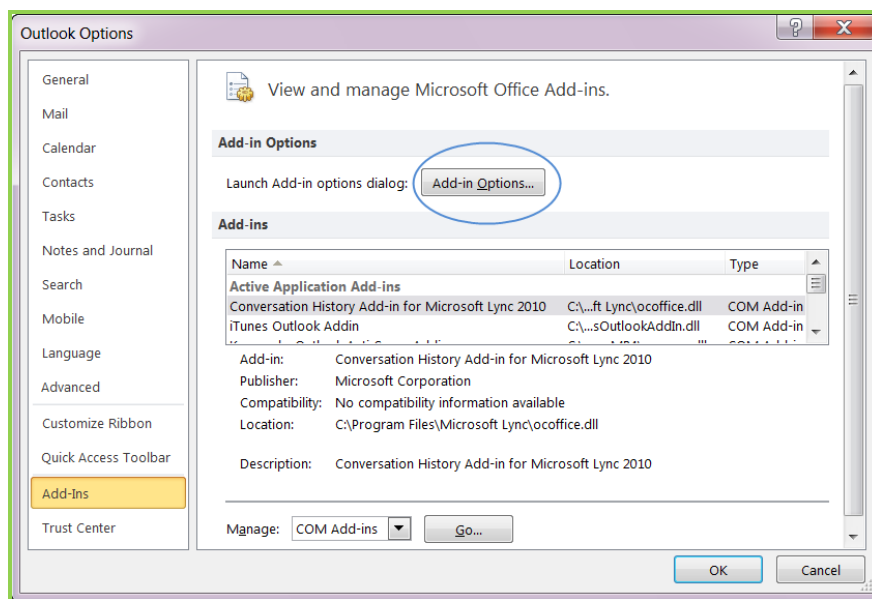


5. Launch Microsoft Outlook.
6. From the File menu choose Options.

How to Install the Outlook Plug-in for Microsoft Outlook 2010



The Outlook Options dialog box opens.

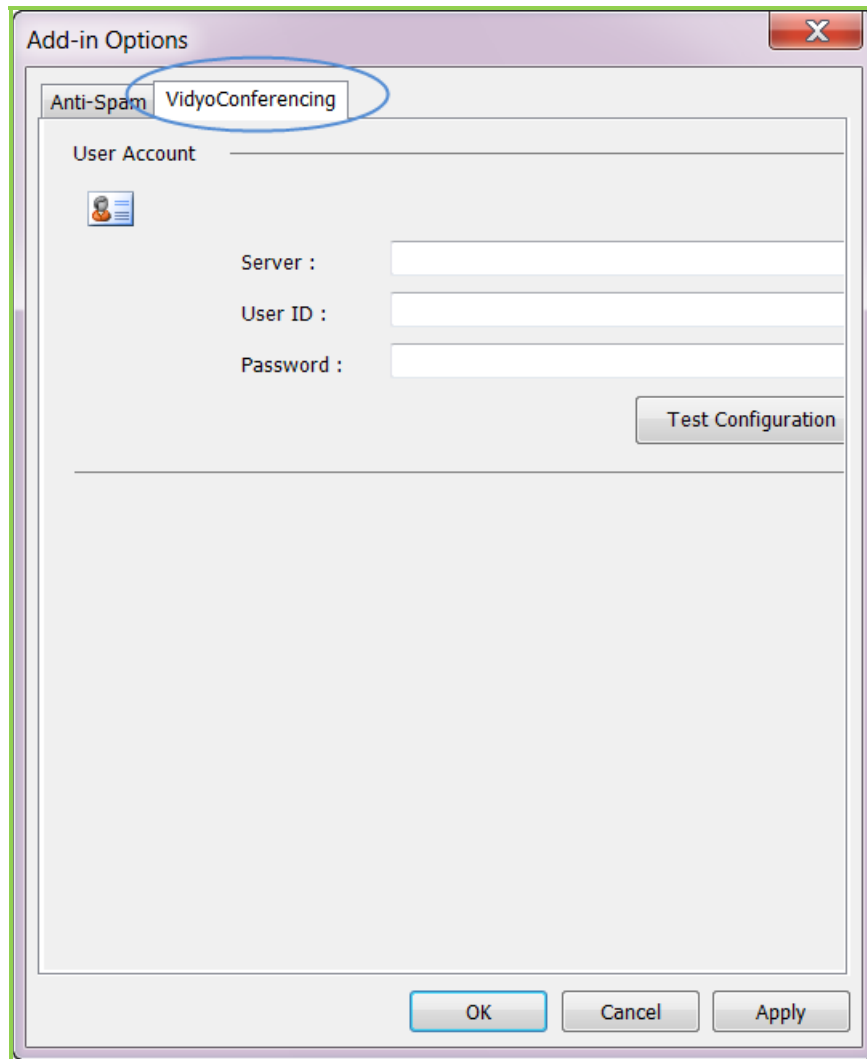


7. On the left-hand menu click on Add-ins.

8. Click the Add-in Options button.

The Add-in Options dialog box opens.

How to Install the Outlook Plug-in for Microsoft Outlook 2010



9. Click on the VidyoConferencing tab.

10. Enter the following information:

- **Server** – The fully qualified URL for the VidyoPortal.

Example: `http://<yourvidyoportal.yourcompany.com>`

Note: If this doesn't work your server may be using security. Instead of `http` use `https` like this:

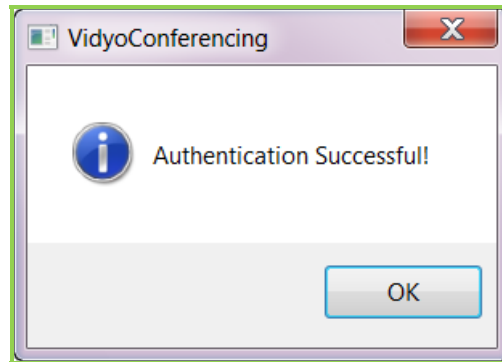
`https://<yourvidyoportal.yourcompany.com>`

- **User ID** – Your VidyoPortal user name.
- **Password** – Your VidyoPortal password.

11. Click the Test Configuration button to make sure your setup works.

If you successfully installed the add-in you'll see this dialog box:

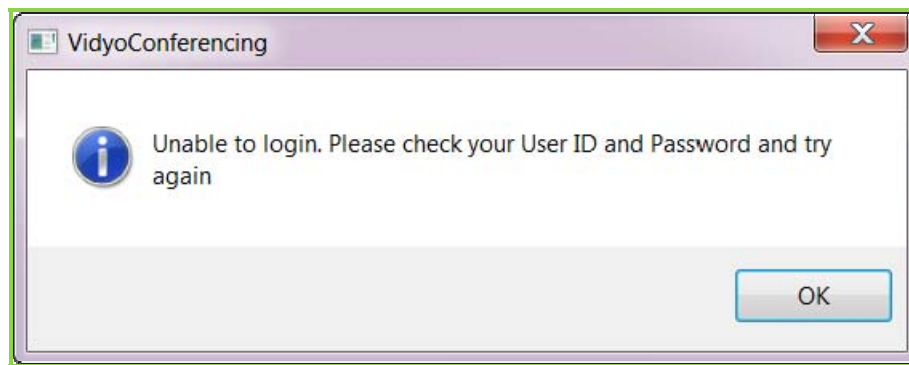
How to Install the Outlook Plug-in for Microsoft Outlook 2010



You've successfully installed the add-in.

12. Click the OK button to complete the installation.

If you get an error message like this one it means there was a problem:



Contact your system administrator or your organization's IT department

How To Send a Meeting Invitation in Outlook 2010

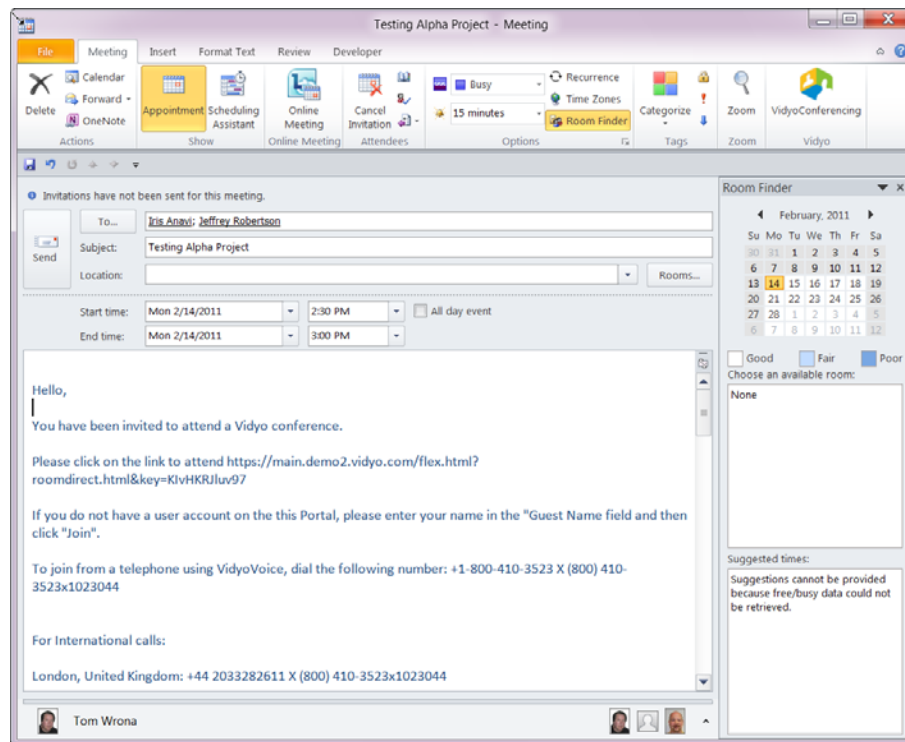
The Vidyo plug-in for Outlook inserts your room URL into an Appointment or Meeting Request message along with the room PIN, if you've chosen to use one, and boiler plate invitation text that you can edit. If you don't have a room URL, one is automatically created. The boilerplate invitation text is created by the VidyoConference administrator and can be modified. For information about creating a room invitation message, see the VidyoConferencing Administrators Guide.

4. Select the Meeting button Outlook toolbar.



Note the VidyoConferencing button that appears at the far right of the menu bar.

5. Click the VidyoConferencing button.



Note that your meeting invitation with the usual boilerplate text appears. You can add your own text to the invitation if you care to. You can also add or delete invitees and change the time and length of the meeting. Remember that you can use Outlook's Scheduling Assistant to determine when all of your invitees will be available.

6. Edit the text as desired and click the Send button.

A recipient of the message clicks the link to join your meeting. The link prompts a registered user to log into the VidyoPortal and join the meeting. It enables a contact without a VidyoPortal account to join the meeting as a guest.

VidyoConferencing Notes

- You can end a meeting you started by closing your VidyoDesktop client or through the Control Meeting page in your Vidyo Portal.
- You can disconnect from a meeting by clicking the VidyoDesktop Disconnect button. So can other participants